



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

CLASSIFICATION: **Management Services Technician**
 Perm Full Time

POSITION LOCATION: **Health and Human Services Data Center**
 Administrative Services Division
 Acquisition Services Program
 P.O. Box 168025
 Sacramento, CA 95816

Free Parking

SALARY: **\$2331-\$3201**

Duties/Responsibilities:

Under the general direction of the Manager of the Acquisitions Services Program, the Management Services Technician (MST) independently performs a variety of clerical and technical/analytical functions in support of the ASP. These duties include general support functions, performing quality assurance on the unit's outgoing documents, developing and submitting certain reports required by control entities, backup input duties for an equipment tracking system, processing routine boilerplate contracts, responsibility for the unit's complex and extensive filing systems, procurement document distribution, projecting unit expenses and maintaining all data pertaining to the unit budget, administering an on-line business card system, performing the competitive bid process and processing purchase orders on a limited basis, performing update tasks for the integrated financial management system, distributing mail, ensuring maintenance of office machines, administering the timesheet and check distribution process, arranging for systems access and equipment set up for new employees, or as roles change for existing employees, and performing other tasks as needed.

Desirable Qualifications:

- Familiarity with or experience in a state acquisitions environment.
- Knowledge of and ability to utilize available resources (e.g. State Administrative Manual, State Contracting Manual, Delegation Letters/Memos, DGS Website).
- Knowledge of systems/databases such as Hardware/Software File (HSF), Customer Service System (CSS) PeopleSoft.
- Experience using basic office tools such as e-mail, Word, Excel, MS Project, PowerPoint.
- Experience in a customer service role.
- Ability to type at 45 WPM, and perform general clerical functions.
- Ability to work independently, to prioritize workload, and respond graciously when under pressure.



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Who May Apply:

NOTE: Previous applicants need not apply again

- HHSDC employees who are at or have lateral transfer eligibility to the Management Services Technician classification. (Please indicate your eligibility in box 12 of your eligibility)
- Persons who have list eligibility. (If applicable, please indicate your list eligibility in box 12 of your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please include a copy of your surplus letter and indicate in box 12 of your application if you are an SROA/Surplus candidate)

Inquiries regarding this position may be directed to Kay Overman at (916) 739-7546.

How to Apply:

Submit a State of California STD. 678 application.
Please reference RPA # 05-176 on your application.

**APPLICATIONS RECEIVED WITHOUT RPA #05-176 REFERENCED WILL BE
CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.**

Final Filing Date: March 8, 2005

Submit applications to:

**Health and Human Services Data Center
Human Resources Branch
Attention: RPA # 05-176
P.O. Box 168025
Sacramento, CA 95816**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.